



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District:

### **DISASTER RECOVERY FINANCIAL ANALYST**

The Community Development Block Grant Disaster Recover (CDBG-DR) Financial Analyst analyzes CDBG-DR financial data by collecting, monitoring and creating financial models to support decision making, and provides support for reporting in DRGR. This position reports directly to the Disaster Recovery Finance Director and provides support to that position as needed.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Manages the CDBG-DR Program financial status by analyzing results, monitoring variances and identifying trends, against historical, budgeted, forecasted and strategic planning results to facilitate decision-making toward the achievement of budgets and national objectives.
- ⇒ Develops and maintains various financial models and standard templates during the planning processes and program operations to ensuring quality, accuracy and forecasted analytic review.
- ⇒ Read and interpret sponsored projects agreements to create budget templates for programs and activities to utilize in grant set up in DRGR, grant management system and the internal financial system.
- ⇒ Analyzes benchmarking data as needed to evaluate achievement of productivity goals and budget targets and communicates regularly with Program staff on results. Monitors progress and achievement of CDBG-DR National Objectives required by grant.
- ⇒ Utilize data analytics to identify challenges with timely expenditure of funds and use sound judgment to generate and evaluate alternatives and make recommendations to improve spending rate.
- ⇒ Liaison with internal and external parties for resolution of monitoring and audit findings related to the financial management of the program, its subrecipients and program participants.
- ⇒ Analyze data and material to keep abreast of program compliance and performance obligations and serve as a member of various teams to develop appropriate solutions to complex issues and problems which may require the need to generate appropriate financial transactions.
- ⇒ Utilize generally accepted accounting principles, standards, and practices (for example, double entry accounting, accrual accounting), including the full accounting cycle to prepare correcting and adjusting entries, work sheets, financial statements, ledgers, and journals.
- ⇒ Assist with the development of budgets and determination of cost reasonableness in all grant areas to include but not limited to projects, programs and contracts.
- ⇒ Other duties as assigned.

#### **QUALIFICATIONS:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Accounting or related field desirable.
- ⇒ **Experience:** 4-7 years of relevant work experience. Knowledge of DRGR and QPR or other Federal Reporting requirements, a plus. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Excellent analytical, decision-making, and problem-solving skills; Ability to apply knowledge of the principles, methods, and techniques of financial analysis, forecasting, and modeling to interpret quantitative and qualitative data, including data modeling, and evaluating key financial indicators, trends, and historical data; Detail oriented; Ability to prepare complete and accurate accounting reports and statements; Computer literate to include Microsoft Word and Outlook with strong working knowledge of Excel; Good communications skills to include oral, written and presentation skills; Ability to be flexible, work under pressure, multitask and meet constant deadlines; Ability to maintain confidentiality in all assignments; Ability to work collaboratively in a team-oriented environment and harmoniously with other agency personnel; Ability to perform duties with limited supervision.

**SALARY:** \$37,440-\$56,160 per annum depending upon qualifications. CDBG-DR grant funded position.

#### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

**During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date.

Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). **Deadline for submittal of application package is Friday, April 30, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*